

**GROW SOUTHWEST INDIANA  
WORKFORCE BOARD, Inc.  
d/b/a  
Southwest Indiana WIRED**

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**REQUEST for PROPOSALS  
Growing a Regional Energy  
Employment Network (GREEN)  
October 2008**

**Regional Strategic Implementation Services**

*Release RFP*  
October 21, 2008

*Proposal Submission Deadline*  
November 21, 2008

*Bidder Interviews*  
December 10, 2008

*Selection of Provider*  
December 15, 2008

*Contract Effective Date*  
January 2, 2009 (planned)

Grow Southwest Indiana Workforce Board, Inc.  
d/b/a Southwest Indiana WIRED  
318 Main Street, Suite 504  
Evansville, Indiana 47708  
Tel. 812-492-4303

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## **SUMMARY**

The Grow Southwest Indiana Regional Workforce Board through its WIRED Initiative is seeking proposals for a consultant to assist in Growing a Regional Energy Employment Network (GREEN) that will gather data and analyze the opportunities available to the region within the Energy Business Cluster, to develop strategies to accelerate job growth within this cluster, and energize local business and community leaders to implement these strategies to create economic growth.

Debates on the energy crisis, the nation's dependence on foreign oil and the looming threat of global warming dictate that the United States identifies new and alternative energy sources while it expands on the technologies for existing resources to make those resources more environmentally sound. The combination of mature energy sub-clusters of natural gas, nuclear and coal already existing in the Region along with the emerging technologies in renewable energies of wind, solar, and biofuels suggest that Southwestern Indiana is poised to be a national leader in energy systems.

Green Energy is a term often used to describe sources of energy that are considered to be environmentally friendly and non-polluting with the potential of being a remedy to the effects of global warming. Clean Coal is a term used to describe efforts being made and technologies being developed to enhance coal's efficiency and environmental acceptability. While some will question that coal can be a clean energy resource and argue that nuclear is neither efficient nor effective in cutting CO<sub>2</sub> emissions, the advanced technologies in these energy sources must be considered when analyzing the opportunities available to a region interested in developing an Energy Business Cluster.

While the debates continue and the questions are pondered over which new technology will yield the greatest energy efficiency and least damaging environmental impact, Southwestern Indiana must establish connections between organizations, identify the assets and opportunities that exist for our Region, develop curriculums for workforce development, and identify initiatives to pursue in order for it to build a strong Energy Business Cluster that will enhance the economic drivers in Southwestern Indiana for the decades to come.

Underlying the business potential is the job creation potential. As a result of an expansion of the Energy Business Cluster within the Region there is the potential for thousands of jobs in engineering, administration, advanced manufacturing, construction, and extraction. Many of these will require advanced technological skills but not necessarily postsecondary education. Therefore, the Network shall develop opportunities for the incumbent and emerging workforces to learn about occupations within all the sectors of the Energy Business Cluster and the programs available to provide the skill sets for these jobs.

Through this Request for Proposals (RFP), the WIRED Team is looking for a consultant that can analyze the Energy Cluster's strengths and weaknesses within the region, create a framework for collaboration with education, workforce training, business, economic development and government stakeholders, and create a strategic plan for the Region to drive economic prosperity through job creation in the Energy Business Cluster.

## **Funding**

The funding for these services will primarily come from H-1B fees as authorized under Sec. 414 (c) of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277, title IV). Southwest Indiana WIRED intends to secure other funding to

continue the initiatives in its Implementation Plan past the grant period but there is no assurance it will be successful in obtaining additional funding or continuing to fund the initiatives after the grant funds expire.

### **Contract Negotiations**

Successful respondents to this RFP will be expected to participate in contract negotiations to establish the exact services to be provided and the payment terms for those services. Costs and services will be negotiated based on information contained in this RFP and in the proposal(s) selected for contract negotiations.

### **Disclosure**

Respondents to this RFP should note that the contents of their response to this RFP or other information submitted to the WIRED Team are subject to public release upon request, except those items specifically exempt from disclosure. All such proprietary or confidential material should be so marked.

### **Subcontracts**

Bidders may subcontract for all or part of the services to be provided, but the intentions to subcontract must clearly be stated in the response to this RFP and approved by the WIRED Team.

### **Proposal Format**

Proposals must be prepared and sequenced in accordance with the instructions outlined in Part IV of this Request for Proposal. All referenced attachments are included in this packet.

## **Part I. Background**

In Indiana, there are nine southwestern counties within Economic Growth Region 11. This area includes Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick Counties. This region was created when Indiana updated regional boundaries in 2005 to reflect current population data, economic activity, commuting patterns and natural connections between counties. The region's population is about 410,000, with just over 117,000 residing in the City of Evansville. The county of Vanderburgh in which Evansville is located makes up some 40% of the total population for the region. The other eight counties are rural in nature and include farming communities.

Overall, the labor force for the region totals about 210,000. Since 2003, the unemployment rate has remained relatively stable at approximately 4.5%. Primary areas of employment include occupations in manufacturing (18%), retail (12%), health care (9%) and construction (6%). Because of the rural nature of some of the counties, farming also accounts for about 2% of the employment.

The Southwest Indiana WIRED Team was formed to develop and implement strategies to expand employment and advancement opportunities and catalyze the creation of high skill and high wage opportunities. As part of their proposal to participate in the national

WIRED initiative, they identified several business clusters as having high growth potential for the region including energy.

Growing a Regional Energy Employment Network or GREEN is a response to the identification of the energy business cluster's high growth potential and the increasing pressures on our nation to address the energy crisis with new technologies. Furthermore, layoffs within the region of workers in mining, manufacturing, utilities and construction that have taken place during the past decade provide a labor force with skills that should transfer to the new jobs within the energy sector initiatives.

In August 2006, the State of Indiana released its "Hoosier Homegrown" Energy Plan. Within that plan the State calls for the growth of jobs and incomes by producing more of the energy that the State needs from its own natural resources. The state of Indiana currently imports an estimated 75% of its energy sources. The plan calls for tax incentives, loan guarantees and efficient regulation to support private sector investment to grow Indiana's energy infrastructure to meet its own needs and to export energy to its neighboring states.

At this time, the WIRED Team is seeking to procure a consultant to more thoroughly analyze existing data on the Region's Energy Cluster and to assist in the development of strategies that will allow for the Region to take advantage of advanced energy and clean technologies industries as regional economic drivers.

The WIRED Team is very interested in contracting with organization(s) or individual(s) that possess proven experience and success in performing data gathering for the assessment of regional development resources. The WIRED Team is particularly interested in organization(s) or individual(s) that have expertise with Cluster Analysis and;

- ✓ Has expert knowledge of advanced energy and clean technology industries
- ✓ Is familiar with regional economic growth data
- ✓ Has proven expertise in developing and implementing data gathering processes for economic growth and sustainability
- ✓ Has proven expertise in analyzing and evaluating data inputs and outputs to determine how business clusters positively or negatively impact the region's innovation platform
- ✓ Has an efficient and effective data management system
- ✓ Has expertise in benchmarking regional data against similar regions
- ✓ Provides reasonable cost structure
- ✓ Is focused and committed to outstanding customer satisfaction
- ✓ Will work towards meeting the WIRED Team's implementation plans
- ✓ Is committed to continuous process improvement

### **Funding**

Grant funding from H-1B fees as authorized under Sec. 414 (c) of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277, title IV) will be made available for Growing a Regional Energy Employment Network. Bidders should clearly indicate the amounts of funds that will be utilized for staffing, data collection and analysis, travel, and other services associated with developing a strategic plan.

Bidders should have a thorough understanding of the rules and regulations related to H-1B fees as authorized under Sec. 414 (c) of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277, title IV).

## **Part II. Procurement Timeline**

RFP Release	October 21, 2008 at 9:00 AM CST
Q&A Deadline	November 14, 2008 at 4PM CST
Proposal Submission	November 21, 2008 at 4PM CST
Bidder Interviews	December 10, 2008
Proposal Selection (Planned)	December 15, 2008
Contract Start (Planned)	January 2, 2009

Questions related to the RFP may be e-mailed regarding the RFP or proposal process to the WIRED Team Contact Person. No phone calls will be accepted. No questions will be accepted after 4PM CST on November 14, 2008

Answers to questions will be posted on an ongoing basis, within three (3) business days after receipt of the question, to the WIRED Team's website located at <http://southwestindianawired.com>. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information. All answers issued in response to Bidder questions become part of the RFP and the RFP process.

**Contact: Southwest Indiana WIRED**  
c/o Christine L. Prior  
318 Main Street, Suite 504  
Evansville, IN 47708  
[christine.prior@workonesw.org](mailto:christine.prior@workonesw.org)

**Note: Dates are subject to change. Organizations identified on the list of potential Bidders will be notified in writing or via the WIRED Team's website of any changes in the procurement schedule.**

**Other than as specified above, all members of the Southwest Indiana WIRED Team, Grow Southwest Indiana Workforce Board, WIRED Team staff, Board staff, authorized representatives, or agents of the WIRED Team or Board are precluded from entertaining or responding to questions concerning this RFP or the procurement process.**

**Potential Bidders are prohibited from making any contact related to this RFP with WIRED staff or the WIRED Directors, Board staff or the Board of Directors at any**

**time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.**

The Southwest Indiana WIRED Team reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of Southwest Indiana WIRED official files without further obligation. Southwest Indiana WIRED will not pay for the development or preparation of proposals.

**Part III. Eligibility and Contract Information**

**1. Eligible Applicants**

Proposing entities may be a single provider or a collaboration of organizations. However, in the event of a collaborative effort, the proposal *must clearly* identify the lead organization. All in all these collaborations will have to be firmly established by means of a formal teaming agreement or sub-contract, whether developed as an umbrella agreement with a variety of agencies, or independently with a particular organization. The agreement must contain, at a minimum, the following information:

- A description of which services will be provided by each organization
- A description of procedures for managing the collaboration
- Duration of the agreement and procedures for amending the agreement
- Other provisions as agreed upon by the parties
- Written acknowledgment by all entities that they are in agreement to the provisions

Eligible Bidders may fall within any of the following categories:

- Private For-Profit Businesses
- Public Agencies
- Community Based Organizations
- Private Non-Profit Businesses
- Faith Based Organizations
- Individual
- Management Team
- Clearly Defined Collaboration

Organizations and individuals are eligible to respond if they have adequate experience and the capability to provide the requested services outlined in this RFP. Bidders must also have a proven record of past performance in providing the requested or similar services and not be debarred and/or suspended from conducting business with Federal or State funded agencies. Under no circumstances will a contract be awarded to any Bidder(s) that is/are on sanctions, during the award phase of the procurement process. This includes any single organization that may be a part of a collaborative response.

**2. Contract Information**

The funding for these services will primarily come from H-1B fees as authorized under Sec. 414 (c) of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277, title IV). The actual amount of contract award will be based on a

negotiated Cost Proposal and available funds and will ensure optimum utilization of funding.

### **3. Period of Performance**

The period of performance will be one year from the date of execution of the contract documents. However, at any time, at its sole discretion, the WIRED Team may also elect to modify, terminate, or re-procure any or all services outlined in this RFP based on 1) availability of funds, 2) contractor performance, or 3) project needs.

## **Part IV. Proposal and Submission Information**

### **1. Availability of RFP Packets**

**Request for Proposal packets will be available beginning on and after 9AM CST October 21, 2008.** The RFP packet will be available to download online on the WIRED Team's website at <http://southwestindianawired.com/>.

### **2. Questions and Answers**

To be considered for funding, each Bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the WIRED Team will consider how well the Bidder complied with these instructions and provided the information outlined in the Proposal Narrative section of this document. Therefore, the WIRED Team encourages Bidders to contact the WIRED Team Contact by email or regular mail during the **technical assistance period ending November 14, 2008 at 4 PM CST**, to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted.**

### **3. Proposal Narrative Submission Information**

Responses to this RFP should be economically prepared, with emphasis on completeness and clarity of content. The proposal, as well as any reference materials presented, must be typed in English in at least 12 point font and must be written on standard 8 ½" by 11" paper with no less than one inch margins (although foldouts containing charts, spreadsheets, and oversize exhibits are permissible.)

Starting after the cover page and the table of contents, number each page at the bottom center using the format "Page x of x". The completed attachments A and B from this RFP and Budget Estimate must be included with your proposal. The cover page, table of contents and these required attachments do not count as part of the maximum 30 pages.

The Proposal should contain the RFP number, name and address of bidder, and primary contact information. Bidders are encouraged to clearly identify "Proprietary" information as such. All proposal pages must be sequentially numbered and either stapled or bound together.

All information in the proposal should be relevant to a specific requirement detailed in the RFP. Any information not meeting this guideline will be deemed extraneous and will in no way contribute to the evaluation process.

When completed, proposals are to be assembled in the following manner:



- Proposal cover page (Attachment A)
- Table of contents listing the proposal sections;
  - **Organizational Section** - outlining the RFP number, contact information for the Bidder including (1) organization name, (2) physical address, (3) primary contact name, (4) primary contact telephone number, and (5) primary contact email address, (6) length of time in business, (7) Chief Executive Officer, (8) a statement indicating the intent of the organization to provide services described in this RFP, (9) legal status of the Bidding Entity, (10) mission or purpose of the organization, (11) organization's website address
  - **Bidders Background and Experience** - A two-page abstract summarizing the proposed services and Bidder's profile information including: (1) purpose of the organization; (2) management and structure of the organization, (3) summary of past experience and appropriate references and contact information
  - **Plan of Service** – (1) detail the plan for providing the regional data consulting services addressing the outlined criteria, (2) brief resumes for key personnel that will provide the services, (3) resources and methods of planned data collection, (5) services provided on site versus off-site – provide details, (6) services provided not specifically required in the RFP
  - **Budget/Cost** – Bids will be evaluated based on respondents' proposals to the RFP.
  - **Non-Collusion Affidavit** (Attachment B)
  - **Insurances/Bonding** in accordance with the Grant for the Provision of Employment and Training Services (WIRED Initiative) WIRED-6-11: General Liability, Workers Compensation, Employee Fidelity Bonding
  - **Exhibits** – (1) Budget Narrative and Budget Estimate – (1) detail initial costs (2) detail cost of annual updates, (2) Resumes of the Key Staff to be involved

Each section and exhibit must be clearly labeled.

Submittals must include one (1) original, and five (5) copies. The original must clearly be marked “**ORIGINAL**” on the cover sheet and contain original signatures, where applicable. No e-mail copies will be accepted. The original must have original signatures in (blue) ink.

All responses become the property of the WIRED Team.

#### **4. Submission Dates and Times**

The closing date for receipt of proposals under this request is **November 21 at 4:00 PM CST**. Proposals must be received at the address below no later than 4:00 PM CST. Proposals sent by e-mail, telegram, or facsimile (fax) will not be honored. No exceptions to the mailing and delivery requirements set forth in this request will be granted. It is the responsibility of the bidders to ensure delivery of the proposal by the required time and date.

Proposals are to be addressed to:

<p style="text-align: center;"><b>Southwest Indiana WIRED GREEN Program 318 Main Street, Suite 504 Evansville, IN 47708</b></p>
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**Respondents may give their shipper the WIRED phone number 812-492-4303 on their bill of lading. Any proposal not following these guidelines, or submitted after the deadline will not be accepted for consideration under this RFP.**

## **5. Other Submission Requirements**

**Withdrawal of Proposals.** Proposals may be withdrawn by written notice, including letter, facsimile, or email received by the WIRED Contact at any time before an award is made. Proposals may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative signs a receipt for the proposal.

**Changes, Amendments, and/or Re-Issuance of this Proposal.** Unless specifically requested by the WIRED Team, changes and/or amendments to the originally submitted proposal will not be considered. In addition, the WIRED Team reserves the right to: (1) Amend or withdraw this RFP at any time; (2) Reject any and all proposals; and (3) Re-issue this RFP.

## **Part V: Scope of Services**

### **1. Statement of Work**

As a 2<sup>nd</sup> Generation WIRED region, Southwest Indiana intends to help revitalize the region's economy and empower workers to compete for jobs in today's global economy. To be effective in implementing the plan for Southwest Indiana WIRED, we recognize that the Region must blend initiatives already underway with new directions to accelerate Southwest Indiana's progress and enhance its sustainable prosperity.

Growing a Regional Energy Employment Network (GREEN) desires to make Region 11 a hub for research, development, manufacturing, and maintenance activities that lend to higher skilled and higher paying jobs through the execution of energy solutions that

- Enables planning from the Region's strengths
- Leads to a more skilled and diverse workforce
- Develops a stronger overall economy
- Brings key industry stakeholders together
- Creates significant long-term opportunities for the Region
- Creates an image that the Region is a world-class competitor in attracting jobs
- Creates an identity for the Region that improves its marketing effectiveness to outside businesses

The WIRED Team requests from the successful respondent a Strategic Plan including the following elements at a minimum, with the option for other proposed elements that help define strategies for GREEN:

- A cluster analysis of existing energy businesses & industries within Region 11, including analysis of economic development activities already in progress,
- An analysis of the Region's workforce and their current state of adaptability to the advanced energy and clean technology industries, including analysis of workforce development initiatives already in progress,
- An assessment of the advanced energy and clean technologies industries from a workforce and economic development perspective, and
- A gap analysis on the disparity between the Region's current state and optimal state for attracting and building a regional hub for advanced energy and clean

- technology industries.
- Identify and prioritize strategies that will actively recruit and train a workforce for the energy industry
- Develop an overall roadmap that will match industry growth with workforce development.

### **WIRED Team's expectations of selected Provider(s)**

- Will submit data gathering materials/tools to the WIRED Team for approval prior to implementation
- Will provide timely and accurate responses to WIRED Team staff requests
- Will provide monthly progress reports to the WIRED Team
- Will have an outstanding and timely quality/integrity of data
- Will operate in an ethical and forthright manner
- Will achieve a fair rate of return on the taxpayer's investment
- Will provide assurances that products and services released under this contract do not infringe on any copyrights, brands, or trademarks
- Will not act as a spokesperson for the WIRED Team unless specifically directed
- Will work towards meeting the WIRED Team's initiatives
- Will be committed to continuous process improvement

In the response Bidder should explain how it will ensure compliance with each one of the WIRED Team's expectations.

### **2. Past Performance**

Each Bidder's past performance of at least three (3) years experience in providing similar data gathering and cluster analysis will be evaluated. The Bidder must provide the following information for a minimum of three (3) contracts for work that is similar in nature and complexity to the requested services:

- a. Contracting Agency/Company, address and phone number;
- b. Contract number and type of contract;
- c. Date(s) of contract, period and place of performance;
- d. Address and phone number of Contracting Official and technical point of contact;
- e. Brief description of the services provided.
- f. List of significant accomplishments.

### **3. Implementation Plan**

Provide a detailed implementation plan. The plan must include at a minimum, a timeline that demonstrates the successful implementation of a variety of data gathering, collaboration building, and implementation activities.

### **4. Cost Proposal**

In addition to preparing a clear budget of costs, the Bidder must provide a concise narrative explanation to support the request. The budget narrative should discuss precisely how the costs support the data gathering, cluster analysis, and development of the strategies and how the Bidder intends to bill for these costs (i.e. by month, by deliverable, or by other methodology).

Bidder shall provide appropriate budget forms that clearly identify appropriate cost categories including, at a minimum, costs for staffing, data gathering, analysis tools and data management tools, strategic planning and implementation.

## **Part VI. Selection Process**

It is the policy of the WIRED Team to conduct procurement in a manner that provides for full and open competition. Award will be made only to individual(s) or organization(s) possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract and that is in line with the WIRED Team's Implementation Plan.

The selection process will consist of:

- a. An initial review for responsiveness and compliance with the technical specifications and other criteria specified in the RFP;
- b. Only **responsive** proposals will be evaluated and scored by a proposal evaluation team. Responsive proposals will be evaluated on specific areas by all reviewers using the same standardized instrument;
- c. Proposals will be deemed non-responsive for:
  - 1) Failure to follow the prescribed format for submitting the proposal.
- d. Review and scoring by evaluators (see Part VII below for details);
- e. Oral discussions of proposals with bidders as needed;
- f. On-site interviews and/or request for additional information with top selected bidder(s);
- g. Presentation of evaluations, scoring and recommendations of proposal review team to the WIRED Team;
- h. Discussion and appropriate action by the WIRED Team in selecting proposed contractor(s) for contract negotiations.

## **Part VII: Evaluation Process and Rating Criteria**

There are 100 points available under this RFP.

The WIRED Team may, at its sole discretion, waive minor errors or omissions in a Technical Proposal and/or a Cost Proposal when those errors do not unreasonably obscure the meaning of the content. Further, the WIRED Team reserves the right to request clarifications from Bidders of any information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal evaluation process.

The review and evaluation of proposals shall be based on the following criteria:

**A) Statement of Work – (35 points) –**

Assessment of this criterion will be based on the comprehensiveness of the services. The purpose of the Proposal Narrative is to demonstrate how the proposed services will meet the WIRED Team's data gathering, collaboration building, and cluster analysis objectives and to document Bidder's organizational experience and past performance that demonstrates effectiveness and qualifications of the Bidder to perform this project.

The Bidder must provide information for a minimum of three (3) contracts for work that is similar in nature and complexity to the requested services.

If Bidder is an individual or a management team, provide the following information:

- ♦ **RESUME** -- Limited to 4 pages and inclusive of all education, training, certifications and a sequential history of professional experience beginning with the most recent. Each referenced employer should include names of immediate supervisors and current phone number.
- ♦ **PROFESSIONAL REFERENCES** – Applicant(s) must submit four (4) professional references, including complete contact information and an explanation of the context in which the reference knows the applicant(s).

**B) Implementation Plan (20 points) –**

Assessment of this criterion will be based on the plan of action for implementing the strategies and data management resource tools identified in the regional data consulting services plan. It will also include an assessment of the clearly labeled timeline of key action items to gauge its viability for successful execution.

**B) Ability to create a solution that can be updated in the future – (30 points) –**

Assessment of this criterion will be based on the accessibility of the data management system plan and the data management resource tools identified in the regional data consulting services plan.

**D) Budget/ Cost Proposal (15 points) –**

Assessment of this criterion will be based on the commitment level demonstrated by the Bidder to maximize funding for specific data gathering, asset mapping, and cluster analysis services. In addition, the Bidder needs to explain how the proposed costs are relevant to the requested services, reasonable, necessary, allowable, and allocable.

The top Bidder(s), based on proposal score, may be asked to participate in individual interviews with the WIRED Team on December 10, 2008, at the WIRED Team offices at Suite 221, 318 Main Street, Evansville, IN 47708. The interview will consist of a series of questions posed to the Bidder(s). The individual(s) named to perform the functions of the Project Manager/Director, or other lead position that will provide top-level local management must be in attendance at the interview. All travel costs for attending the interview are the responsibility of the bidder.

<b><u>EVALUATION CRITERIA</u></b>	<b><u>POINTS</u></b>
1. Statement of Work	35
2. Implementation Plan	20
3. Ability to create a solution that can be updated in the future	30
4. Cost Proposal	15
<b>Total Possible Points</b>	<b>100</b>

## **Part VIII – Award Administrative Information**

### **1. Administrative Program Requirements**

All contractors will be subject to all applicable Federal and State laws (including provisions in appropriations law), regulations, and the applicable Office of Management and Budget (OMB) Circulars. The applicants selected under the RFP will be subject to the following administrative standards and provisions, which include, but are not limited to:

- a) Workforce Investment Boards – 20 Code of Federal Regulations (CFR) Part 667.220 (Administrative Costs).
- b) Non-Profit Organizations – Office of Management and Budget (OMB Circulars A-122 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- c) Educational Institutions – OMB Circulars A-21 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- d) State and Local Governments – OMB circulars A-87 (Cost Principles) and 29 CFR Part 97 (Administrative Requirements).
- e) All entities must comply with 29 CFR Parts 93 and 98, and where applicable, 29 CFR Parts 96 and 99.
- f) In accordance with Section 18 of the Lobbying Disclosure Act of 1995, Public Law 104-65 (2 U.S.C. 1611) non-profit entities incorporated under Internal Revenue Code Section 501(c) (4) that engage in lobbying activities will not be eligible for the receipt of Federal funds and grants.
- g) 29 CFR part 2, subpart D--Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- h) 29 CFR part 30--Equal Employment Opportunity in Apprenticeship and Training.
- i) 29 CFR part 31--Nondiscrimination in Federally Assisted Programs of the Department of Labor--Effectuation of Title VI of the Civil Rights Act of 1964.
- j) 29 CFR part 32--Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- k) 29 CFR part 33--Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- l) 29 CFR part 35--Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- m) 29 CFR part 36--Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- n) 29 CFR part 37--Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA).

- o) Regional Integration Policy, DWD Policy 2007-20
- p) Indiana Code IC **22-4.5-7**, Regional Workforce System

## **2. Inquiry/Protest Procedures**

Bidders who desire a debriefing must submit a written request within ten (10) business days of the receipt of the WIRED Team's notification of the procurement decision. In the debriefing, the bidder will obtain information on the procurement process and how their proposal or offer was reviewed and ranked.

If after the debriefing, the appealing party wishes to continue with the appeal process, they must submit to the WIRED Team, a written Notice of Appeal within ten (10) business days of the date of the appealing party's debriefing. Inquiries shall be directed:

**Southwest Indiana WIRED  
Christine L. Prior  
318 Main Street, Suite 221  
Evansville, IN 47708**

The appeal must indicate the specific grounds and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within the time frame is a condition precedent. Hearings shall be conducted in accordance with the WIRED Team's procedures.

## **3. Authorized WIRED Team Contact**

The authorized WIRED Team contact person for this procurement is:

**Southwest Indiana WIRED  
Christine L. Prior  
318 Main Street, Suite 504  
Evansville, IN 47708  
Phone: (812) 492-4303  
[Christine.prior@workonesw.org](mailto:Christine.prior@workonesw.org)**

Please address all questions pertaining to this RFP, in writing, to the Authorized WIRED Team Contact. Questions will not be accepted after 4:00 PM CST Friday, November 14, 2008. The official WIRED Team response to all questions pertaining to this RFP will be in writing and made available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted to the WIRED Team's website at <http://southwestindianawired.com/> within three (3) working days after the date of receipt. Bidders are encouraged to check the WIRED Team's website daily for additional questions and answers, any changes to the RFP, or any additional information regarding the RFP. Should you encounter problems accessing the WIRED Team's website, contact the WIRED Team Contact immediately for assistance.

**Other than as specified above, all members of the Southwest Indiana WIRED Team, Grow Southwest Indiana Workforce Board, WIRED Team staff, Board staff, authorized representatives, or agents of the WIRED Team or Board are precluded from entertaining or responding to questions concerning this RFP or the procurement process.**

**Potential Bidders are prohibited from making any contact related to this RFP with WIRED staff or the WIRED Directors, Board staff or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.**

The Southwest Indiana WIRED Team reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of Southwest Indiana WIRED official files without further obligation. Southwest Indiana WIRED will not pay for the development or preparation of proposals.



## **ATTACHMENTS**

**Attachment A**

**APPLICATION COVER SHEET**

Organization's Legal Name:

Contact person:

Address:

Telephone:

E-mail:

Federal ID #:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Attachment B**

**Non-Collusion Affidavit**

State of Indiana

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the WIRED Team or Grow Southwest Indiana Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print of Type Name

Subscribed and sworn to me this day \_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of: \_\_\_\_\_

Commission Expiration Date:  
\_\_\_\_\_